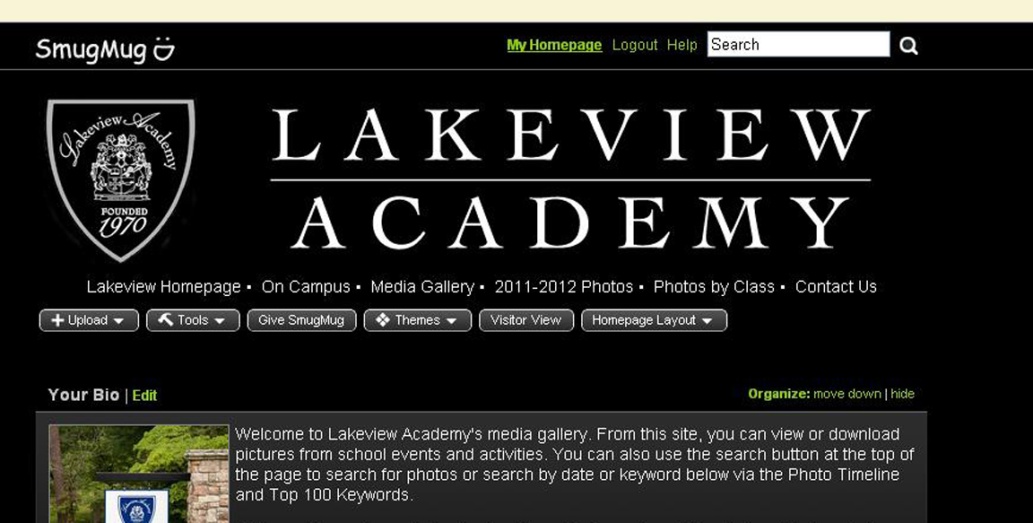
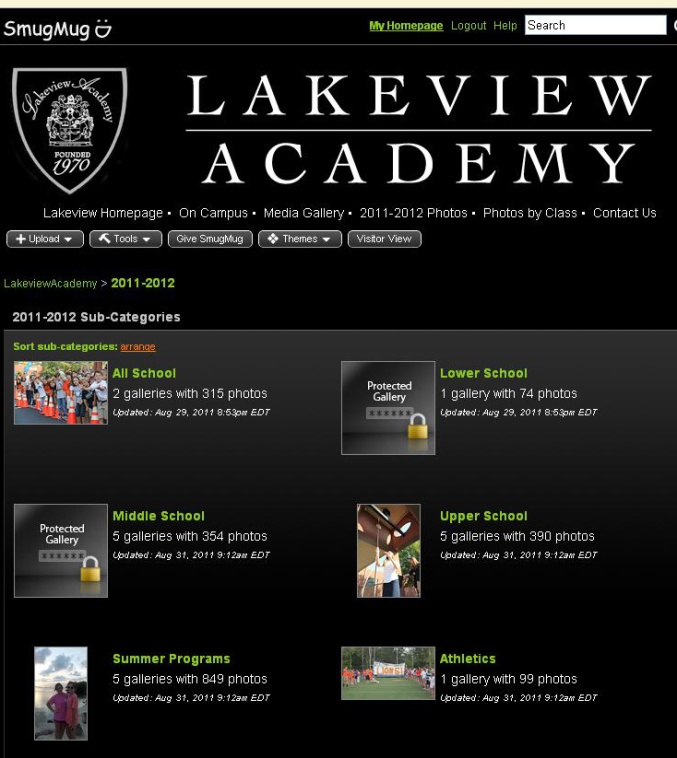
**How to upload photos to the Media Gallery**

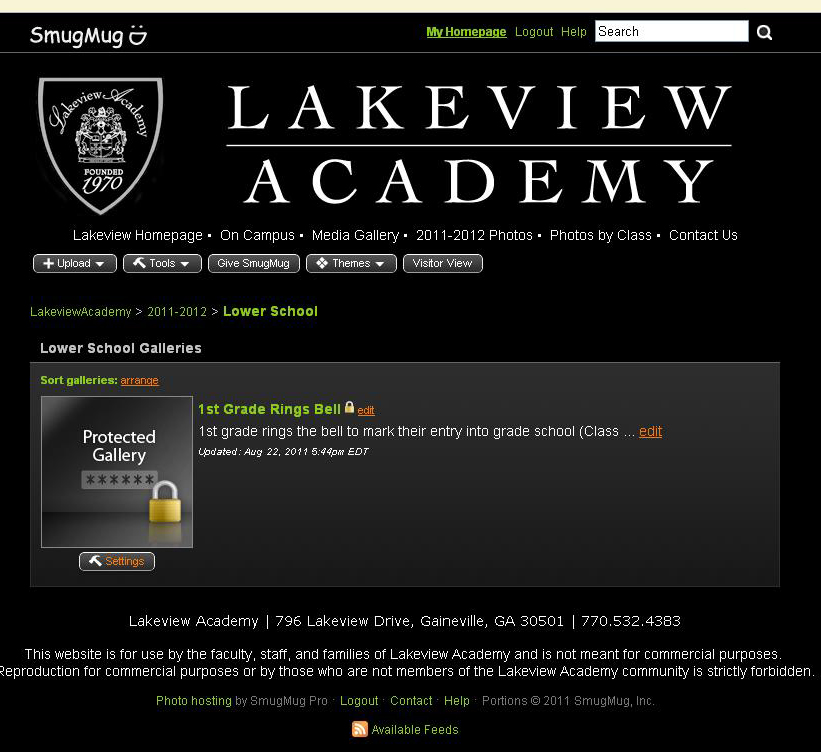
1. First – *and this is very important* – use Google Chrome, Firefox, or Safari as your web browser. Microsoft Explorer doesn’t play nice with the media gallery website, so do not use it.
2. Go to [www.lakeviewacademy.com](http://www.lakeviewacademy.com).
3. Under “On Campus” click “Media Gallery.”
4. When the page opens, look for the login link at the top (orange arrow below: my example below would be better if I wasn’t already logged in and didn’t notice it until after I had edited this picture, but you get the idea). Login using the email address: ***communication@lakeviewacademy.com*** and the password: ***editor*** (lower case).



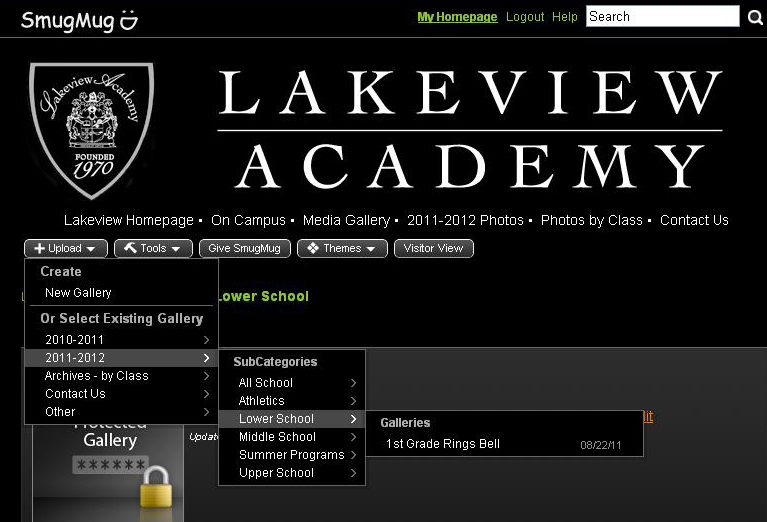
1. After you are logged in, go to the category***: 2011-2012 Photos*** by clicking the link below the *Lakeview Academy* logo (see green arrow above).
2. When the new page opens, click the link for category you want (in the example below, it is Lower School and is marked with a pink arrow below).



1. When the new page opens, look for the Upload tool box and click the down menu arrow:



1. After you click the down arrow, the menu will look similar to this:



1. Either create a new gallery and follow those steps OR look for a gallery I have already created. In the example above, “1st Grade Rings Bell” gallery has already been created and is listed under “2011-2012 > Lower School > Galleries.” By following this path, photos could be added to it.